SOS 2010 User Manual

Teacher – Reports and Application Functions

Alpha Omega Publications

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Switched-On Schoolhouse® 2010

Reports

Looking for some information about how to view or print reports of your students' grades? Wondering how much time your student(s) are spending on a certain subject? You have several reports available to help.

Report Card

Grade Report

Subject Report

Daily Work Report

Switched-On Schoolhouse® (SOS) automatically records student scores and keeps up-to-date records of grades and activities. As students answer problems, their work is graded and their scores are recorded. When they finish assignments, their assignment, unit, and subject scores are computed and displayed on both the **Schoolwork** screens in SOS Student and the **Lesson Book** screens in SOS Teacher. This is designed so that you and your students can easily see how well they're doing in their studies at any given time. SOS also tracks the amount of time each student spends in every subject, as they read the presentation material, play the games, and work the problems, so you are better able to assess how effectively your students are using their time.

The SOS **Reports** button/link consolidates all this information, allowing you to view and print student grades, as well as evaluate the way your students are spending their time while in SOS. You have not only up-to-the-minute status on how students are progressing but also the ability to print reports for your students' records. To create and customize reports, so you can view, print, organize, and add to the information in them:

Choose one of these reports:

Report Card—Features a student's subject grades to a given term

Grade Report—Features a student's subject grades, the individual unit and assignment grades within the subjects

Subject Report—Features the amount of time each selected student has spent on each assigned subject as well as their total time spent in SOS

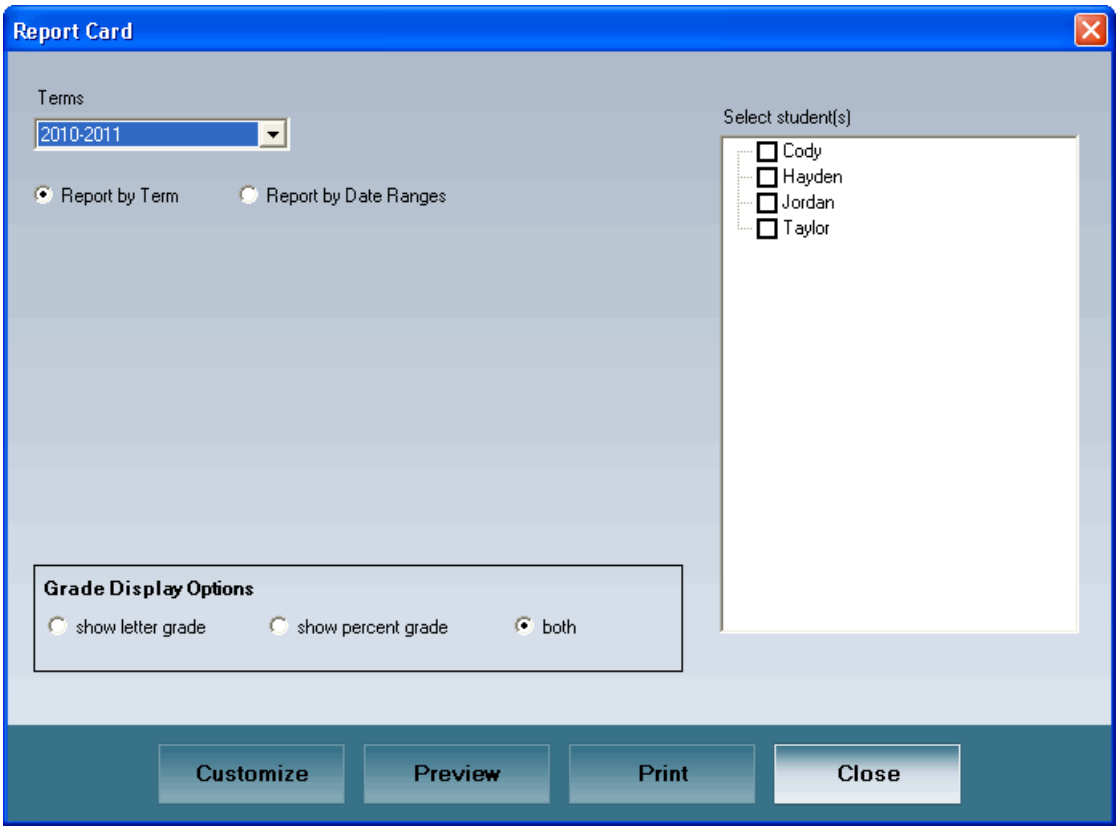
Daily Work Report—Features a list of assignments students worked on during a specified date range. each assignment displays on the last day the student worked on it, with the current grade and assignment status

Viewing or Printing a Report Card

To create a report of the grades your students are receiving in their subjects:

Step 1: On your **Homepage**, click **Grade Report** in the **Reports** widget.

Step 2: The **Report Card** window opens. Select a school term from the **Terms** drop-down menu. The report card you create lists subjects by student within this school term.

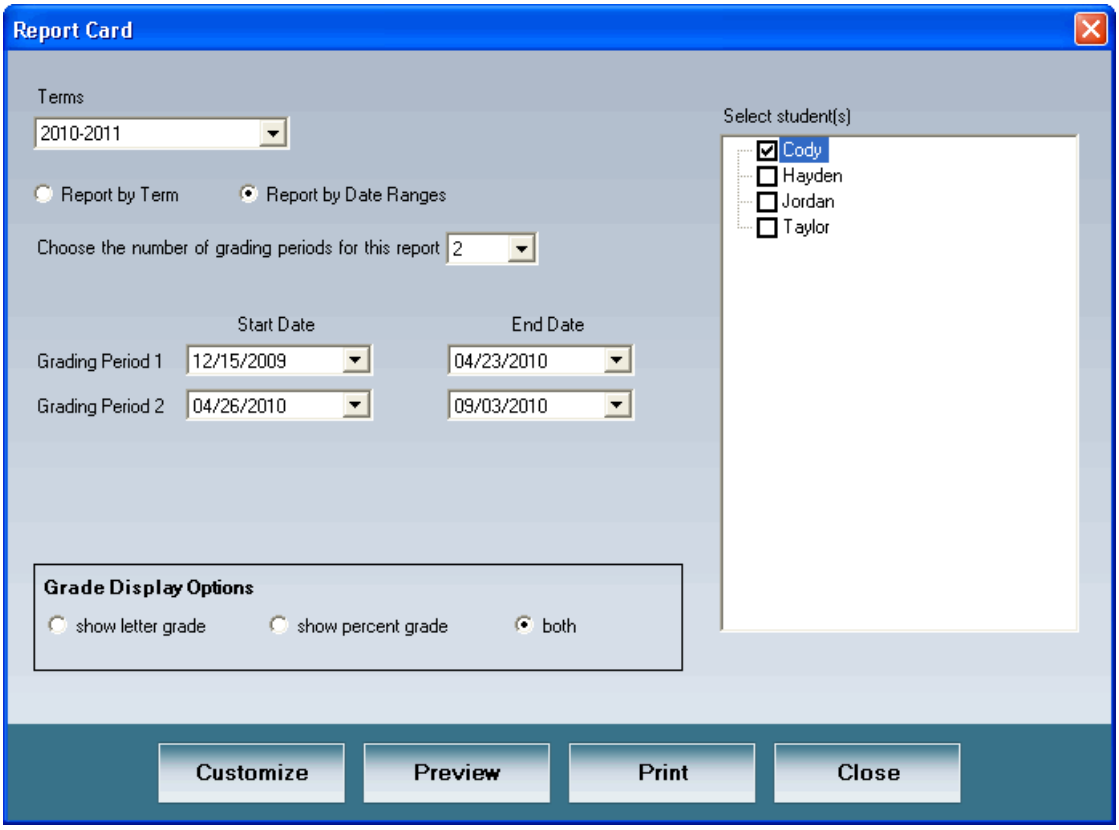


Step 3: After you select a term, two sets of choices appear on the screen, as shown above. Immediately below the term you have the choice of selecting that the report is by term of by a specific range of dates; and in the box on the right side of the screen you see a box listing all of your students.

Step 4: Click the circle to the left of **Report by Term** to select that choice and go to **Step 6** to continue or

Click the circle to the left of **Report by Date Ranges** to select that choice. The screen below appears.

NOTE: If you choose **Report by Date Ranges**, customized report card data is NOT saved. **Comments** are retained, but **Subject** and **Grade** information must be entered each time you run the report.

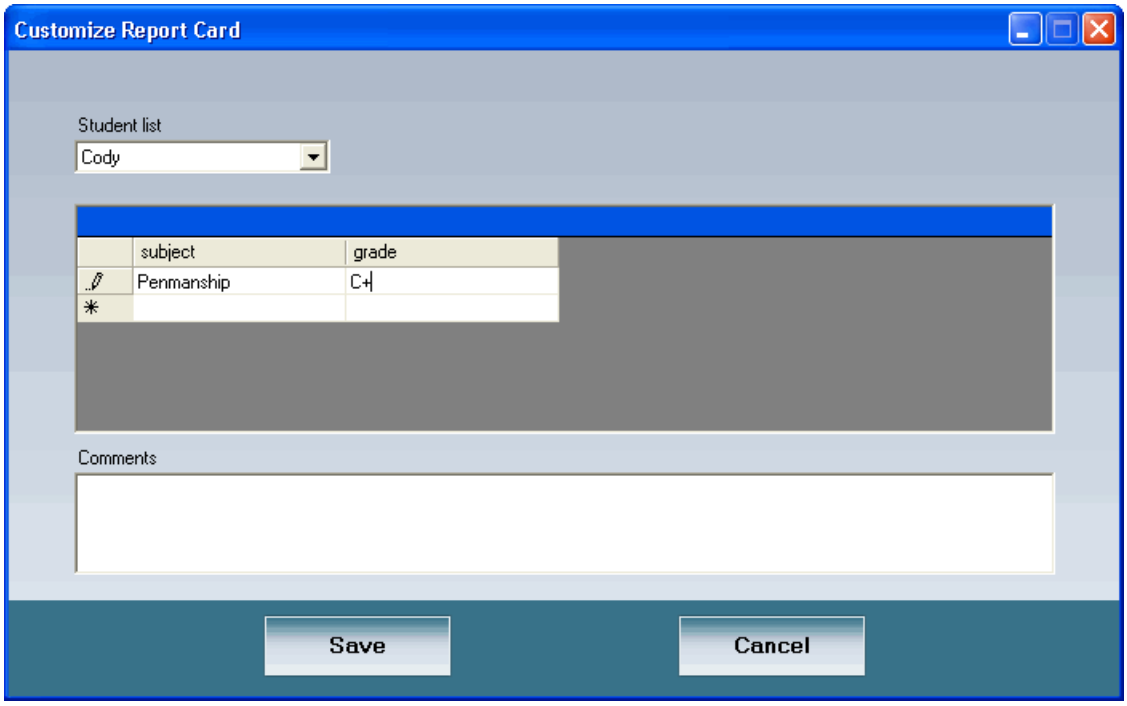


Step 5: Select 1, 2, 3 or 4 grading periods in the **Choose the number of grading periods for this report** dropdown menu. SOS will then automatically divide the school year by the number of periods you select and assign dates to the ranges. You may change those dates using the dropdown menus below **Start Date** and **End Date** for each **Grade Period**.

Step 6: In the **Select student** box, select one or more students by clicking the checkbox next to the student name. As you select student names, indicating that you want to print report cards for them, notice, the buttons at the bottom of the window become enabled, allowing you to click them.

Step 7: In the **Grade Display Options** section, choose one of three options. You can opt to create a report card that displays only letter grades, only percent grades, or both.

Step 8: Click the **Customize** button if you want to customize your report card, adding additional subjects, grades, or comments. If you have a student who is taking a non-SOS class, like Music, Art, or Physical Education, for example, you can add this class so it displays as another subject on the report card. To customize a report card for a student, select the name of the student using the drop-down menu in the **Customize Report Card** window that appears. Type any additional subjects or grades in the appropriate boxes, adding these new entries to a student's list of subjects. You may add any comments in the **Comments** window. Close the window when you are finished customizing the report card.



Step 9: Click the **Preview** button to see a preview of the report card you created.

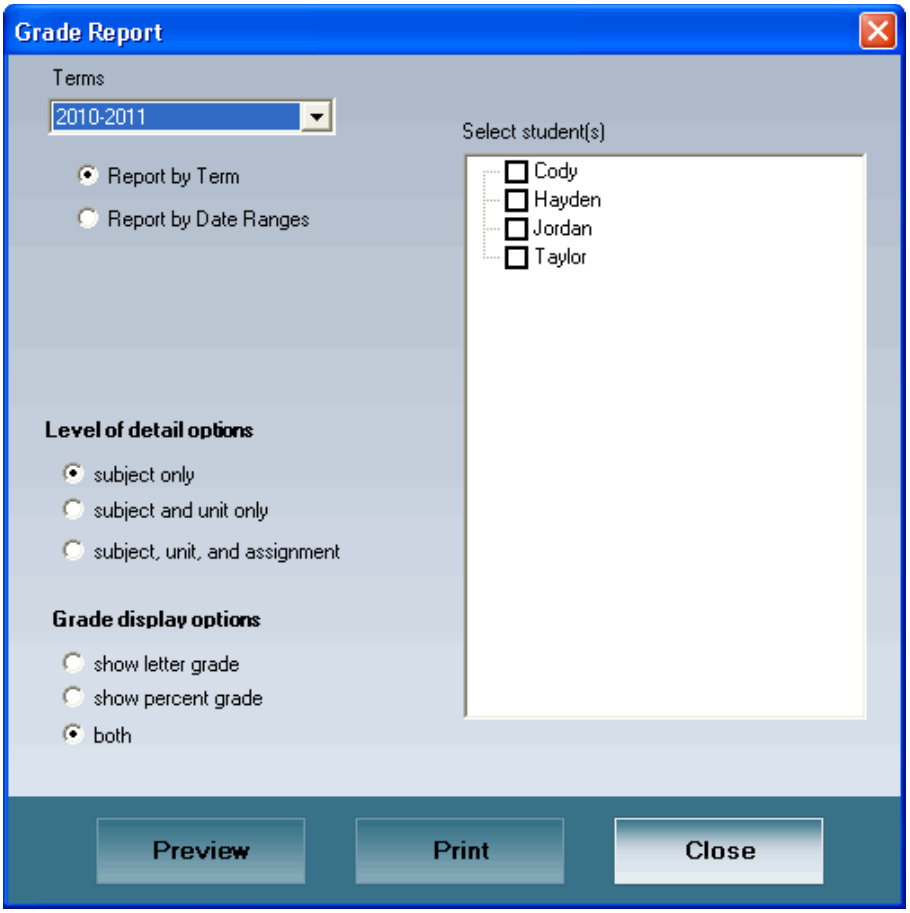
Step 10: Click the **Print** button to print the report card you created. It prints exactly as you set it up and exactly as it appears in the **Preview** window.

Viewing or Printing a Grade Report

To create a report of the grades your students are receiving in their subjects, units, and assignments:

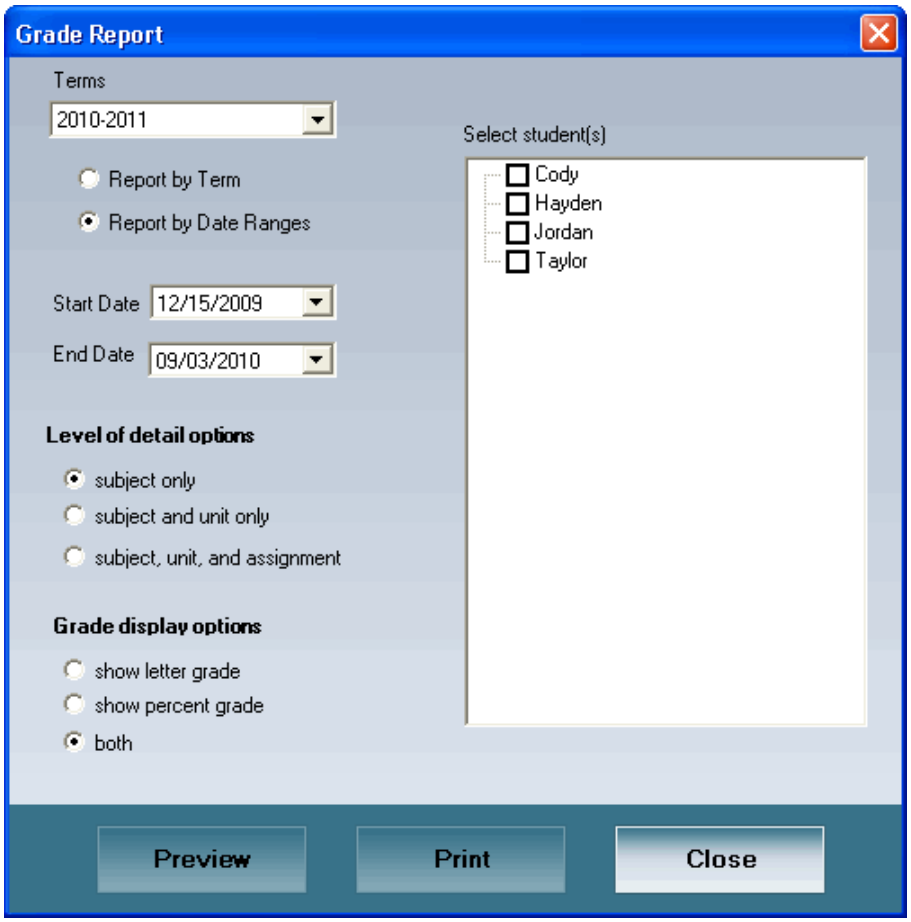
Step 1: On your **Homepage**, click **Grade Report** in the **Reports** widget.

Step 2: The **Grade Report** window opens. Select a school term from the **Terms** drop-down menu. The grade report you create lists subjects, units, and assignments from within this school term. After you select a term, a list of students is displayed in the **Select student(s)** box to the right side of the screen.



Step 3: Select **Report by Term** or **Report by Date Ranges** by clicking the circle to the left of your choice. If you select **Report by Term**, skip **Step 4** continuing with **Step 5**.

Step 4: If you select **Report by Date Ranges**, your screen refreshes to display the **Start Date** and **End Date** dropdown boxes. You may leave the default dates or select the dates you wish by clicking the small arrows to the right of the displayed dates or by highlighting the dates shown and entering the dates you want in the MM/DD/YYYY format.



Step 5: Select one or more students by clicking the checkbox next to the student name in the **Select student(s)** box on the right side of the screen. As you select student names, indicating that you want to print grade reports for them, notice, the buttons at the bottom of the window become enabled, allowing you to click them.

Step 6: In the **Level of detail options** section, choose one of three options. You can opt to create a grade report that displays:

subjects only (which is essentially a Report Card)

subjects and units only

subjects, units, and assignments

Step 7: In the **Grade display options** section, choose one of three options. You can opt to create a report card that displays only letter grades, only percent grades, or both.

Step 8: Click the **Preview** button to see a preview of the grade report you created.

Step 9: Click the **Print** button to print the grade report you created. It prints exactly as you set it up and exactly as it appears in the **Preview** window.

Viewing or Printing a Subject Report

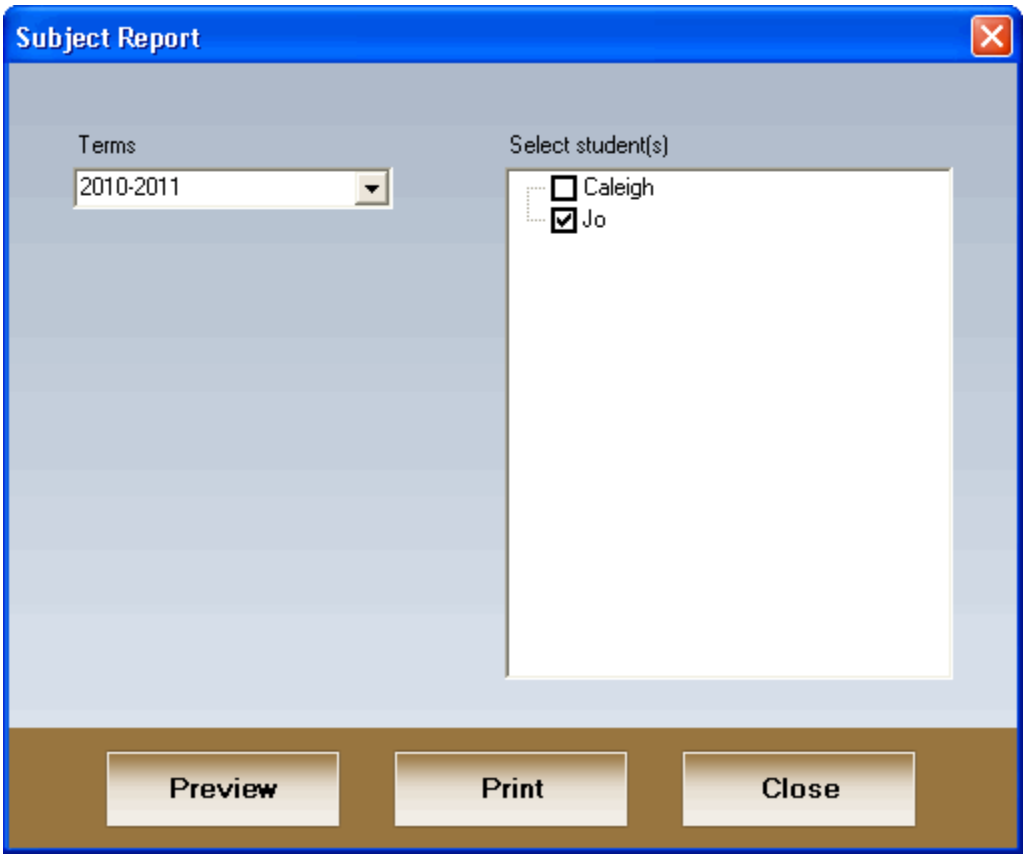
SOS also provides you a tool to monitor how much time a student spends on each subject. The **Subject Report** allows you to select a term and any or all of your students. It then lists each student selected and displays their assigned subjects and the amount of time spent on each one. Total time spent working on all subjects is also displayed.

To create a report of the time your students are spending in each of their subjects:

Step 1: On your **Homepage**, click **Grade Report** in the **Reports** widget.

Step 2: The **Subject Report** window opens. Select a school term from the **Terms** drop-down menu. The report you create lists time by subjects for each selected student within this school term.

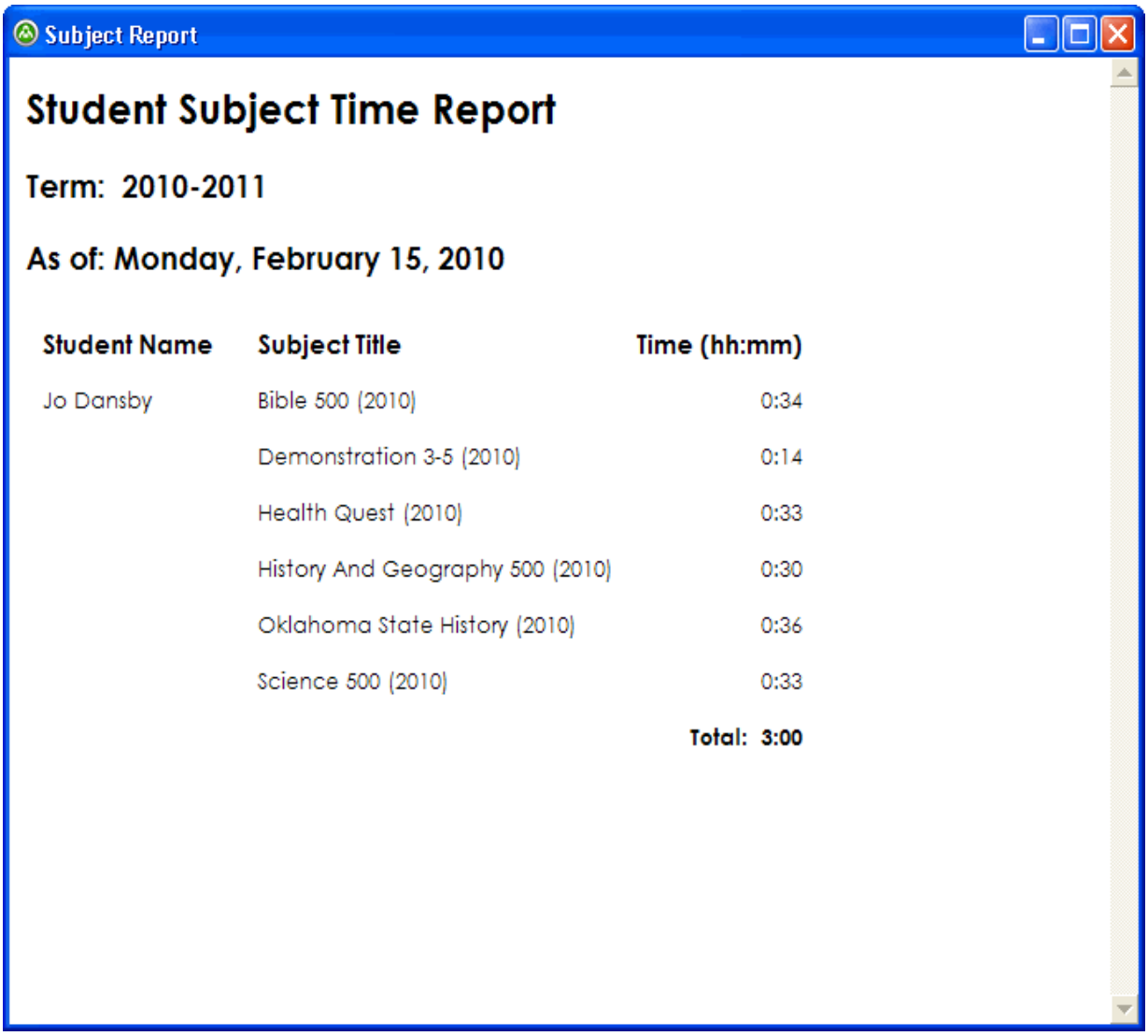
Step 3: In the **Select student(s)** box, select one or more students by clicking the checkbox next to the student name. As you select student names, indicating that you want to print a subject report for them, notice, the buttons at the bottom of the window become enabled, allowing you to click them.



Step 4: Click

to see a preview of the subject report you created.

Step 5: Click the **Print** button to print the subject report you created. It prints exactly as you set it up and exactly as it appears in the **Preview** window.



Viewing or Printing a Daily Work Report

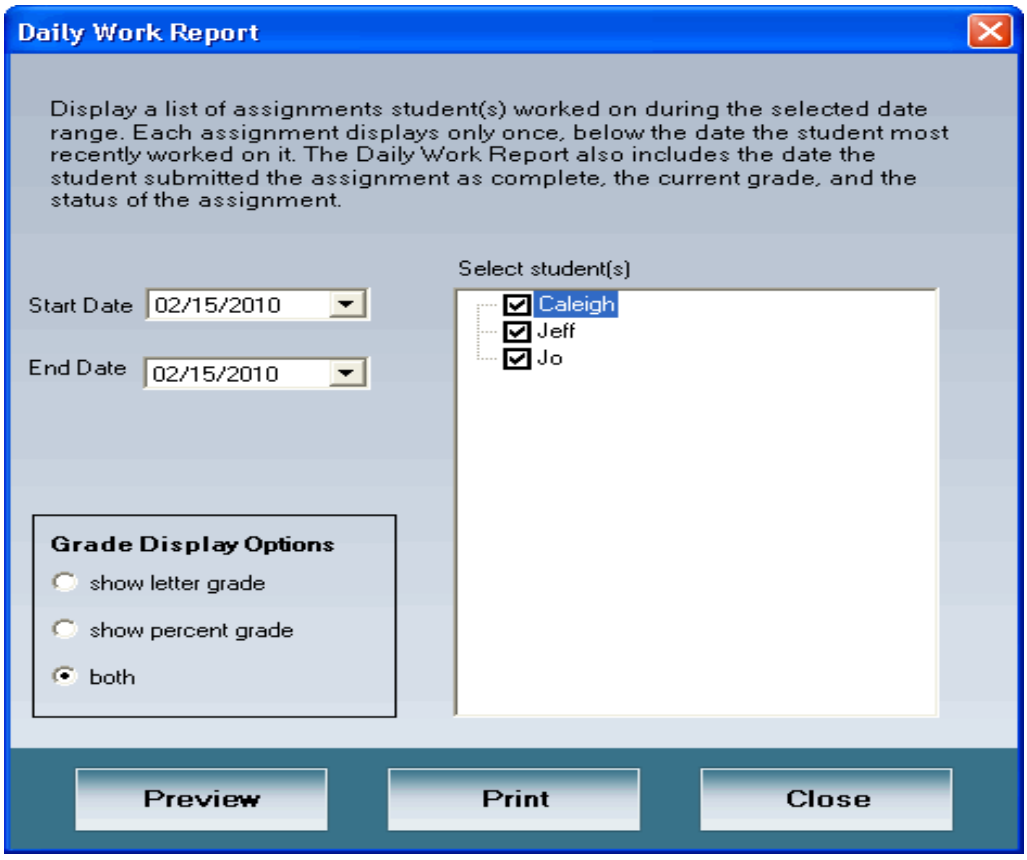
SOS also provides you a tool to monitor what assignments students work on each day. The **Daily Work Report** allows you to select a date range and any or all of your students. It then lists the assignments a student worked on for that day. It is important to remember that if you do use a range of dates instead of a single date, an assignment only appears under the date the student last worked on it.

To create a report of the time your students are spending in each of their subjects:

Step 1: On your **Homepage**, click **Grade Report** in the **Reports** widget.

Step 2: A small submenu of options appears to the right of this button. Click to select **Daily Work Report**.

Step 3: The **Daily Work Report** window opens. Select a **Start** and **End Date** for the report.



Step 4: In the **Select student(s)** box, select one or more students by clicking the checkbox next to the student name. As you select student names, indicating that you want to print a **Daily Work Report** for them.

Step 5: In the **Grade display options** section, choose one of three options. You can opt to create a report card that displays only letter grades, only percent grades, or both.

Step 6: Click the **Preview** button to see a preview of the grade report you created.

Step 7: Click the **Print** button to print the grade report you created. It prints exactly as you set it up and exactly as it appears in the **Preview** window.

Application

The **Application** button gives you access to several of Switched-On Schoolhouse's (SOS) high-level features. You can use it to perform any of the following functions:

Security Settings—enables you to change and control your teacher password settings

- Changing Your Teacher Password
- View Answer Keys in SOS Student
- Enabling the Student to View Answer Keys in SOS Student

Backup/Restore—allows you to make and retrieve an extra copy of school data

- Backing Up Files
- Restoring Files

Import/Export—permits you to work on school data from other computers

- Exporting Data
- Importing Data

Setup Wizard—enables you to quickly and easily create terms, enroll students, and install and assign curriculum

Change Theme—allows you to select the look and feel of SOS

Check for Updates—lets you manually check for application updates whenever you choose

Check for Curriculum Revisions—permits you to manually check to see if there are any new revisions or updates to your curriculum.

Security Settings

Because password settings control what both you and your students can access, it's important to know how the **Security Settings** window works.

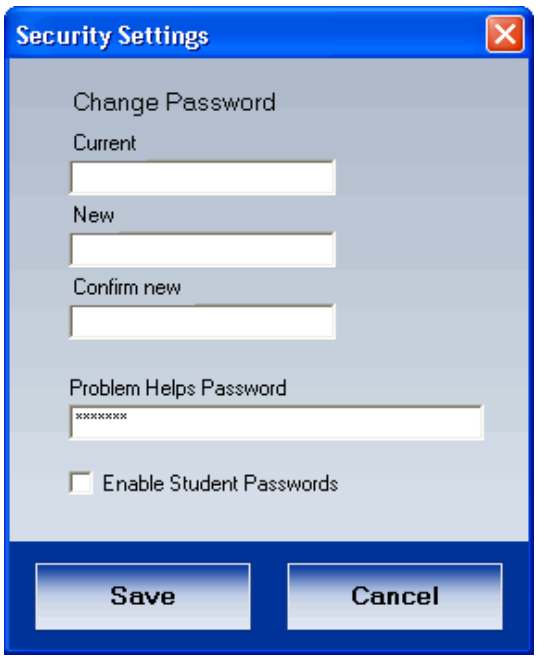
On your **Homepage**, click **Security Settings** in the **Application** widget. This opens a small window where you can set several different password-related options:

Change Password

Allows you to change the login password you use each time you start SOS.

For security reasons, the characters you type appear as a series of dots.

NOTE: You may also choose NOT to have a teacher password. To do this, leave the **New** and **Confirm** boxes blank.



Enable Student Passwords

Allows you to require students to log in with both username and password each time they enter SOS. Click the E**nable Student Passwords** checkbox, and when they next start SOS, their login screens will require them to type in the correct passwords you chose for them on their **Student Setup** screens.

Save

Saves any changes made to SOS security settings.

Cancel

Cancels any changes not yet saved.

Viewing Answer Keys in SOS Student

This is a security feature that allows you to view answer keys from your students' assignment screens. Allows you to enter a password in this box, so you and your students can view answer keys and use **Show Answer** in SOS Student without having to find answer keys separately in SOS Teacher. You may choose to give your students access to the **Help** button—it gives them the ability to unassign problems as well as see answer keys for problems they haven't yet completed.
(The student **Problem Helps** window)

NOTE: If this is your first time in SOS, the password in the window is your teacher password. Be sure to change your password to something else if you plan on letting student use **Problem Helps**.

Step 1: Click **Security Settings** n the **Application** widget on your **Homepage**.

Step 2: A small **Security Settings** pop-up window appears. Check to see that a password appears in the **Problem Helps Password** box. This password is very likely the one you selected when you installed SOS, since it was automatically applied to this box. If you wish to change this password, or if the box is blank, add a new password now.

NOTE: For security reasons, the characters you type appear as a series of dots.

Step 3: Click the **Save** button to save your password. The pop-up window disappears, and you are back on your **Homepage**. You can now view answer keys from your students' assignment screens. Let's go to a student screen so you can see how this works.

Step 4: Open SOS Student and log in so you see a student's **Home** screen.

Step 5: On the student's **Homepage**, select **click to see your Schoolwork** in the **Schoolwork** widget. The student's **Assignments** screen opens.

Step 6: To view answer keys for lessons that students have not yet completed, click any assignment title in the **Today's Schoolwork** section on the top of the screen to open the assignment.

NOTE: You already have access to answer keys for assignments students have completed in the **Review Completed Assignements** section at the bottom of the screen.

Step 8: When you are in an assignment, click the **Show Problems** button at the bottom of the screen. A problem displays.

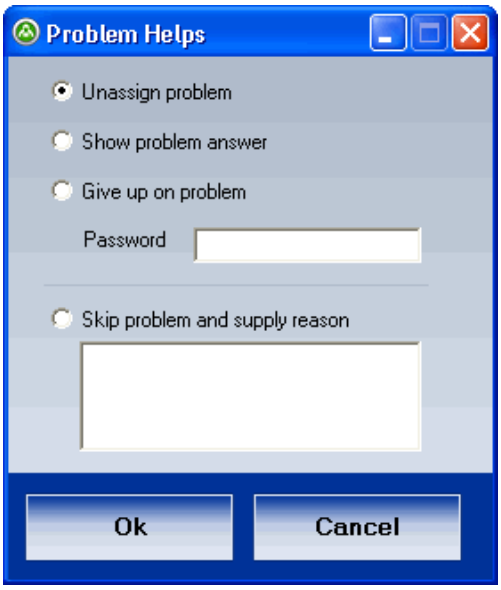
Step 9: Click a problem number you want to see. That problem displays on the screen.

Step 10: Click the **Help** button at the bottom of the screen. A small **Problem Helps** pop-up window appears.

Step 11: Select **Show problem answer** to indicate that you want to see the answer to the problem displayed on the assignment screen.

Step 12: Type your password in the **password** box.

Step 13: Click the **Show Answers** button and a window with the answer to the problem appears.



NOTE: See the **Problem Helps** topic for more information on this topic.

Changing Your Teacher Password

SOS does not limit the number of times you can try entering your password if you cannot remember it exactly. If you have totally forgotten it and can't open SOS, you can reset your password. To reset or change the password you log in with each time you start SOS you need the installation CD.

- Put the SOS application disc into the CD-ROM or DVD drive of your pc.
- If the **Install** window opens, click **Close**.
- Click **Start** on your computer taskbar, and select **My Computer** (**Computer** if using Vista).
- Right-click the drive containing the SOS application disc, and click **Open**.
- Double-click the **Tools** folder, and then double-click the **DataUtility.exe**.
- When you are prompted to select a database, choose **SOS Home 2010** and click **OK**.
- Click the circle beside the **Change Password** option and click **Update**.
- You are prompted to enter your new **Password** twice. Click **Save** after doing that. When the window closes, notice the "Successfully Changed Password" message by the **Update** button.
- Remove the disc from the CD-ROM or DVD drive.

Remember:

Your password is case sensitive, so check to see if your *Caps Lock* key is on.

If your password is longer than 12 characters, you will get an error.

Note: Be sure to write your password down and put it somewhere safe. Protect your teacher password by keeping the SOS installation CD in a secure location.

Backup/Restore

Backup/Restore is a feature that protects against the loss of data such as student work, grades, teacher commentary, and other information. The tool provides a convenient way to backup your entire SOS database at any time. Backing up saves everything exactly as it is, so you can restore a previously-created backup whenever you need.

It's a good idea to perform regular backups—on a daily basis if possible. If anything happens to your computer's hard drive, all student work could be lost. It's also especially important to backup student work whenever students might be away from their computers for any great length of time.

If anything happens to your computer's hard drive, all student work could be lost.

Attention Vista Users: If you have a **Client Installation**, when you run a backup, you will get a warning telling you that you cannot write to the C: drive. There are two things you can do:

- Run as an administrator
- Turn User Account Control (UAC) off.

To Run as an administrator:

- Open your **C:** drive.
- Open **Program Files**.
- Open the **AOP** folder.
- Open **Switched-On Schoolhouse 2010 Home**.
- Right-click **SOSHAPP.exe**.
- Select **Run as administrator**.

To turn off UAC:

- Open your **Control Panel**.
- Select **User Accounts and Family Safety**.
- Select **User Accounts**.
- Select **Turn User Account Control On or Off**.
- Click **OK**.

Backing Up Files

Backup is a feature that protects all of your data. Performing daily backups of your entire SOS database is critical. Copying work, grades, and other data to a different location safeguards all schoolwork and eliminates the concern that everything could be lost in the event of a problem with your computer's hard drive. A second advantage of performing backups is that everything is saved exactly as-is. A previously created backup can be restored if needed.

Keep these points in mind before beginning a backup of your data:

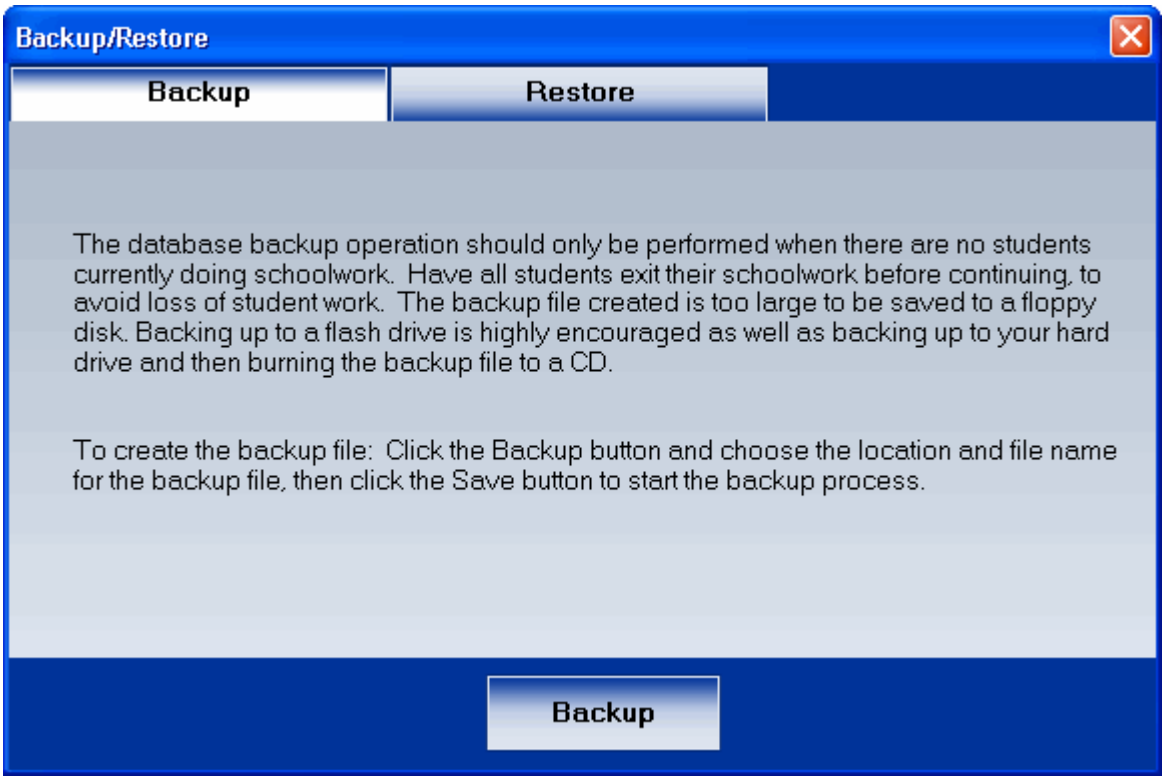
- The backup file is too large to be saved to a diskette. Backing up to a flash drive is highly encouraged as well as backing up your hard drive and then burning the created backup file to a CD.
- The file name, including the path, must not exceed 256 characters.
- Verify that the drive has sufficient free space and you have write permissions to this drive.

NOTE: The backup/restore operations can only be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork to protect against losing their work.

NOTE: *Vista users with Client Install*, it is important that you read **Vista Users** section below before performing a backup.

Step 1: Click **Backup/Restore** in the **Application** widget on your **Homepage**.

Step 2: A small **Backup/Restore** window appears. Click the **Backup** tab to highlight it. This means you want to perform a backup of data.



Step 3: SOS automatically populates the backup folder name **SOSbackup2010T** on your **C** drive. It is strongly recommended that you leave the backup file as this name and location.

Step 4: Click the **Save** button.

NOTE: If a backup file was previously created, a message box appears, telling you the file already exists. Click **Yes** if you want to replace it with the new one. If you want to save every backup file you make, rename the file each time you back up. If you do this, we recommend that you simply add a number at the end of the current file name and increment it by one with each backup; for example, SOSbackup2010T1, SOSbackup2010T2, SOSbackup2010T3, etc.

Step 5: You are returned to the **Backup/Restore** window. Make sure the **Backup** tab is selected and click the **Backup** button at the bottom of the window. A message appears, telling you the database backup is in progress. Because this process copies the entire database, you may need to wait a few moments.

Step 6: When the process is finished, a message box appears, telling you that the backup file was successfully created. Click the **OK** button. You have now backed up your entire SOS database.

NOTE: If you choose, you can also copy your backup file (SOSbackup.bak) to a flash drive, burn it on a CD, or store it on a different computer.

NOTE: If you have a Teacher/Client install, your back-up file is placed on the computer where your database is installed. Remember this if you need to perform a restore.

Vista Users

Attention Vista Users: If you have a **Client Installation**, when you run a backup, you will get a warning telling you that you cannot write to the C: drive. There are two things you can do:

1. Run as an administrator
2. Turn User Account Control (UAC) off.

To Run as an administrator:

- Open your **C:** drive.
- Open **Program Files**.
- Open the **AOP** folder.
- Open **Switched-On Schoolhouse 2008 Home**.
- Right-click **SOSHAPP.exe**.
- Select **Run as administrator**.

To turn off UAC:

- Open your **Control Panel**.
- Select **User Accounts and Family Safety**.
- Select **User Accounts**.
- Select **Turn User Account Control On or Off**.
- Click **OK**.

Restoring Files

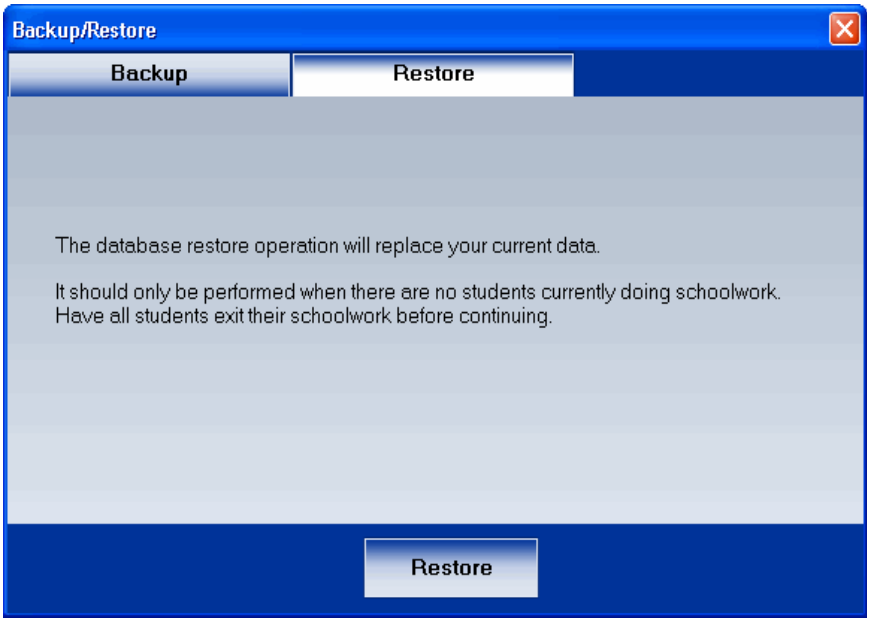
NOTE: The backup/restore operations can only be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork so their work is not lost.

Step 1: Click **Backup/Restore** in the **Application** widget on your **Homepage**.

Step 2: A small **Backup/Restore** window appears. Click the **Restore** tab to highlight it. This means you want to perform a restore of your SOS data.

Step 3: Click the **File** button.

Step 4: A window appears, so you can find and open the backed-up SOS database file you want to restore. It is in the new folder you created when you were performing the database backup. Unless you selected a different name, the file is probably called "SOSbackup2010T." If you have been retaining copies of previous backups, you may have an incremental number after the "T".



REMEMBER: If you have a Teacher/Client install, your back-up file is located on the computer where your database is installed.

Step 5: You are returned to the **Backup/Restore** window. Make sure the **Restore** tab is selected and click the **Restore** button at the bottom of the window. A message appears, telling you the database restoral is in progress.

Step 6: When the process is finished, another message box appears, telling you that the restore file was successfully created. Click the **OK** button. You have now restored your entire SOS database.

Import/Export

Import**/Export** allows you to move (export) and add (import) data between computers that have SOS installed on them.

NOTE: It is necessary to have SOS installed on every computer that is importing or exporting student data.

When would you use this feature? Suppose a student, who normally works on a home computer, wants to take a laptop computer on vacation. Use the **Import/Export** feature to export the student's data from the home computer and import it onto the laptop computer.

Exporting Data

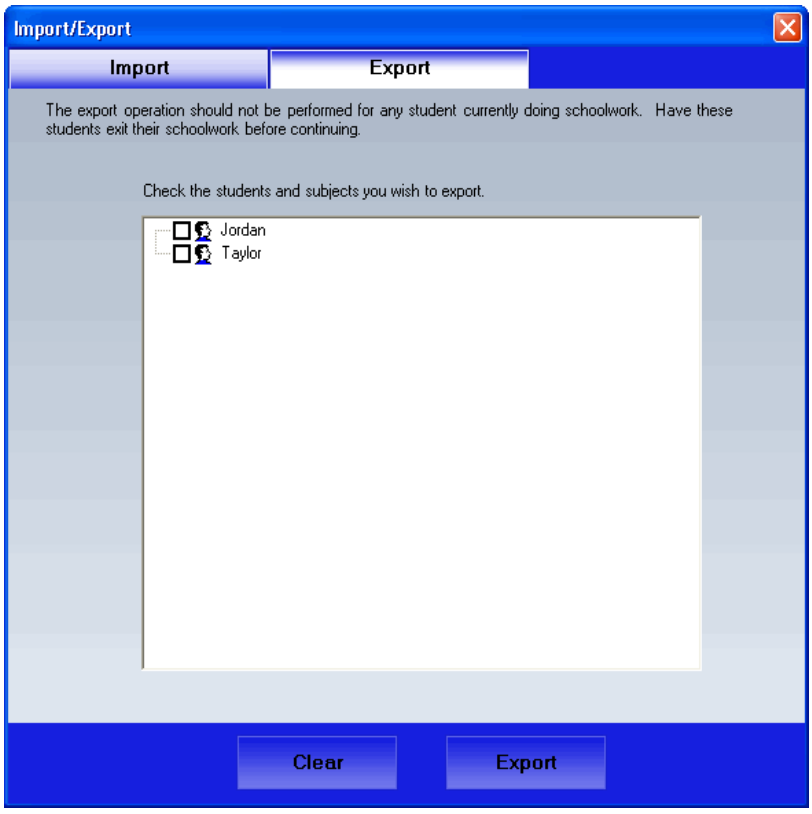
NOTE: Import/export operations may be performed only when no students are doing schoolwork. Before you begin, have all students exit their schoolwork, so their work will not be lost.

Step 1: Click **Import/Export** in the **Application** widget on your **Homepage**.

Step 2: A small **Import/Export** window appears. Notice, it has both **Import** and **Export** tabs at the top. Since you first need to export data from one computer before you can import it onto another, click the **Export** tab to highlight it and go to the **Export** window.

Step 3: You see a screen with students' names and checkboxes next to them. Click the boxes next to the names of student(s) whose work you want to export.

Step 4: As you click to select students, all the terms, subjects, and units assigned to each student appear below his/her name. Click to remove the checkmarks next to the subjects and units you do not want to export to another computer.



The boxes you leave checked represent subjects to be exported, while the unchecked boxes indicate students whose work will not be exported.

NOTE: If you change your mind about any of your selections, click the **Clear** button to start over and return to the previous window.

Step 5: When you're ready with the list of items you want to export, click the **Export** button. A window appears, allowing you to decide:

- The file name you want to assign to your export file.
- The location where you want to save your export file.

Notice, the file in the **File Name** box automatically appears as "export" with the .sosx extension.

Step 6: Create a new folder. Click the **Create New Folder** icon ( ) at the top of the directory.

Step 7: Name your new folder whatever you like. Choose a name that helps you remember what it contains.

Step 8: Open this new folder by double-clicking it.

Step 9: Either rename your export file or choose to leave it "export."

Step 10: Click Save.

NOTE: Once a file is created, a message box appears, telling you the file already exists. Click **Yes** to replace it with the new one or rename the file if you want to keep older export files.

Step 11: You are returned to the **Import/Export** window. Make sure the **Export** tab is selected. A message appears, telling you that the export is in progress.

Step 12: When the process is finished, a message box appears, telling you the export file was successfully created. Click the **Ok** button. You have now exported a SOS file.

Importing Data

NOTE: The import/export operations can only be performed when there are no students currently doing schoolwork. Before you begin, have all students exit their schoolwork so their work is not lost.

Step 1: Click **Import/Export** in the **Application** widget on your **Homepage**.

Step 2: A small **Import/Export** window appears. Notice, it has both **Import** and **Export** tabs at the top. If you have previously exported files that you're ready to import, click the **Import** tab to make sure you're in the **Import** window.

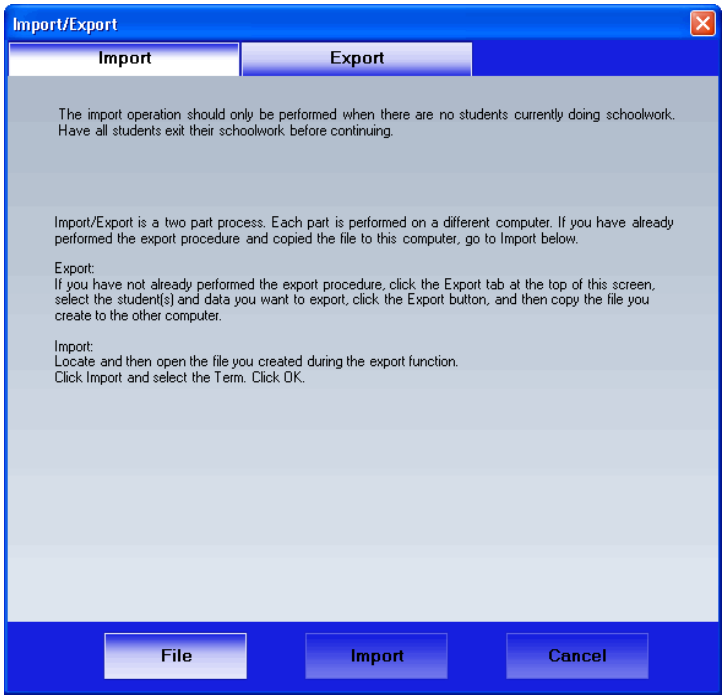
Step 3: Click the **File** button.

Step 4: A window appears, allowing you to find and open the previously exported file to import. You see it in the new folder you created when you performed the export of data. Unless you selected your own name for this file, it is probably called "export."

Step 5: To select the student to import, click the **Open** button. If more than one student's file was exported, a drop-down menu appears. You can select all students or only one.

Step 6: Click the **Import** button.

Step 7: A drop-down menu appears, asking you to select the current term for your student.



NOTE: This occurs for each student, one at a time. Select the current term and click the **OK** button.

Step 8: Another drop-down menu appears, asking you to select the correct term for each subject for your student.

NOTE: This occurs for each student, one subject at a time. Select the correct term and click the **OK** button. You must repeat the import process for each student, one subject at a time.

Step 9: When the **Import successful** pop-up window appears, click **OK**. You have now imported SOS files.

Setup Wizard

The first time you log on to SOS Teacher 2010, the **Setup Wizard** appears and walks you through the initial setup of your school. You can:

Add a School Term - (You need to add a new school term for each new school year and you can always use the **Setup Wizard** to do this. Access it using the **Application** button on your **Home** Screen.)

Use the already created term or create a new school term to:

Add New Students

Install Subjects

Assign Subjects

See the **Setup Wizard** tutorial for additional help with the **Setup Wizard**.

When you click the **Finish** button, the basic setup for SOS is complete. You and your students can begin working immediately. You can modify school or student settings at any time. You can also go to your school calendar to make changes as needed.

NOTE: *You can use the Setup Wizard at any time*.

Click the **Application** button on your **Home** screen. Select the **Setup Wizard** from the menu that pops up to the right of the button.

Sample Lesson

NOTE: The sample lesson was modified slightly for 2010. If you uninstalled the 2008 or earlier version of SOS, you are not able to access the previous sample lesson or any prior work, even though the lesson appears in the student's course list with a grade if any work was completed. If you want your student to have access to the sample lesson, you must reassign it. You can access any work done on a sample lesson from SOS 2009.

While you are installing subjects, you have the option to assign a sample lesson to your students. There are two versions of this lesson, one for grades 3-5 and one for grades 6-12. Each lesson walks students (and you) through the various screen elements and the different problem types. It is a chance to see how lessons and problems are structured and try them out, without impact to grades.

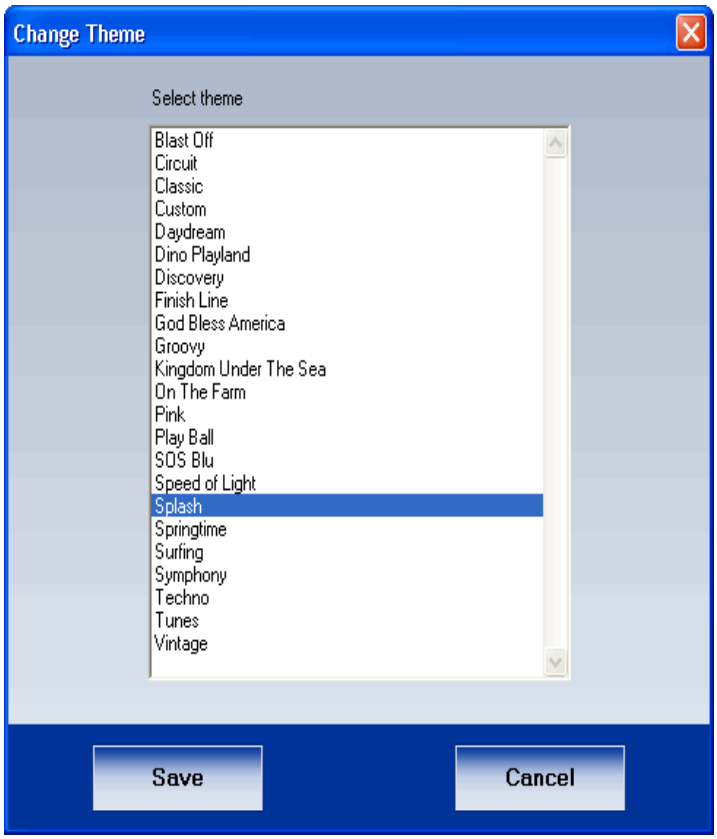
The sample lesson contains each problem type, including teacher graded problems. These do not hinder student progress in the sample lesson if you do not get them graded. They are there to provide the student with an opportunity to practice with each problem type and you, as the teacher, an opportunity to see how the grading function works. The student may continue with the sample lesson, just as they continue in their regular lessons. In regular lessons though, teacher graded problems must be graded by you so they can complete a unit.

The sample lesson installs in the same folder where the application is installed. We recommend that you not move them. If you need to find them for any reason, look in the folder where your application is located. For example, if you installed SOS to the default location on the C drive, look for the sample lesson for grade 3-5 at: **C:\Program Files\AOP\Switched-On Schoolhouse 2010\Home Demo\Demonstration3**

The sample lesson for 6-12 can be found at: **C:\Program Files\AOP\Switched-On Schoolhouse 2010\Home Demo\Demonstration6**.

Change Theme

Switched-On Schoolhouse 2010 offers a new look and feel for teachers as well as students. MiSOS is a new format that allows you options and flexibilty to choose (and in the "Custom" theme, design) the way your **Homepage** appears. Splash is the name of the theme that Switched-On Schoolhouse displays when you begin. You do have the option of changing your **Homepage**. Depending on the settings you choose for your school and students, they can also customize their **Homepage**.



To change your theme:

1. Click **Change Theme** in the **Application** widget on your **Homepage**.
2. A menu of available choices displays. Click the one you want.
3. Click **Save**.

To change again, simply repeat steps 1 - 3.

If you want your student to only access the "Classic" theme, you can block their access to all of the other themes on the **School Setup Homepage Settings** screen. You can also control the widgets students can display on the other theme **Homepages** from this screen. (You can modify options for an individual student using the **Student Options Homepage Settings** screen.)

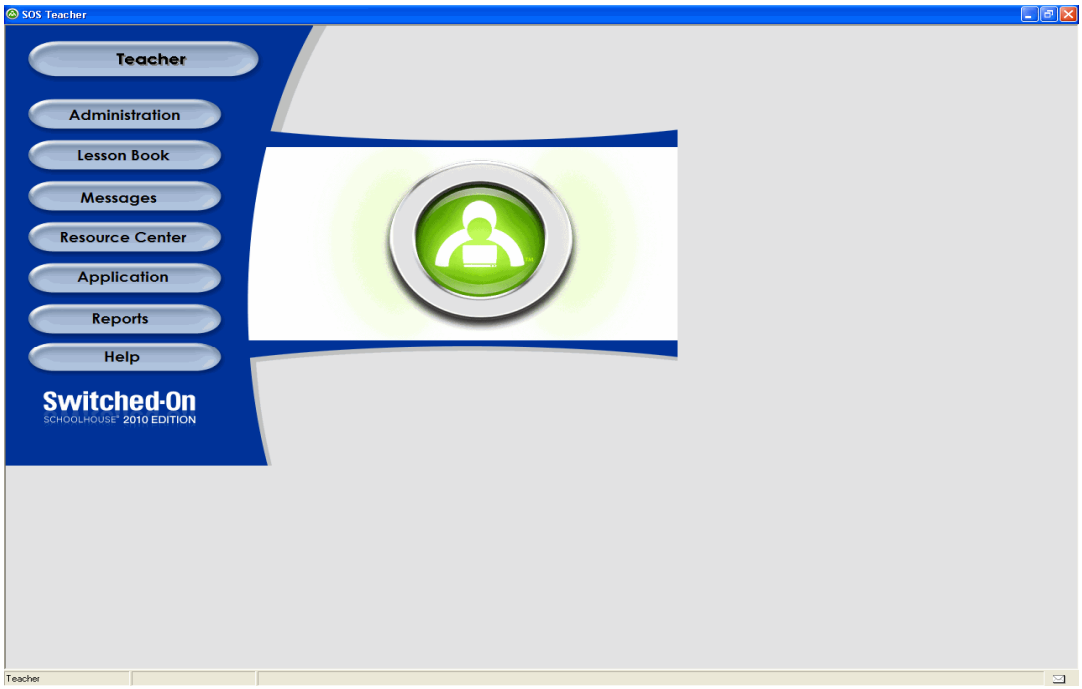
Note: If the only theme you can access is the "Classic" theme (example below), you must upgrade your version of Internet Explorer to IE 7 or higher.

There are a couple of terms used on the MiSOS theme pages:

Avatar - a small picture that represents something you enjoy a are interested in. Think of it as an expression of who you are.

Widget - the module or box holding the links you use to access the functions and features of the various sections of Switched-On Schoolhouse. There are default widgets (those represented by the functions you also access by clicking the buttons on the "Classic" theme **Homepage**) and optional widgets. Optional widgets include things like a Daily Bible verse, a Photo Album, facts about the day in history. Default widgets always display. You choose the optional widgets when using a MiSOS-themed **Homepage**.

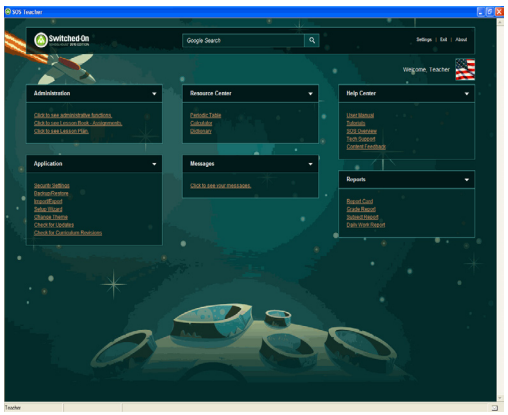
Classic Theme



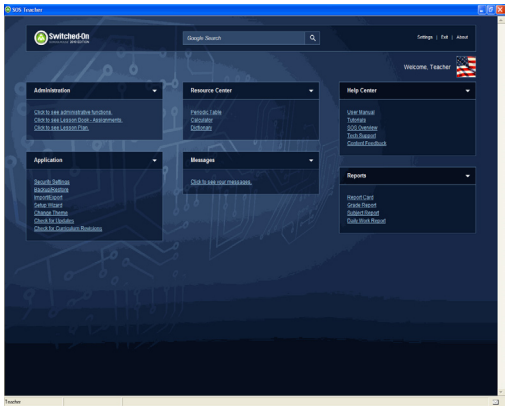
2010 SOS Teacher Reports and Applications Guide

The MiSOS Themes include:

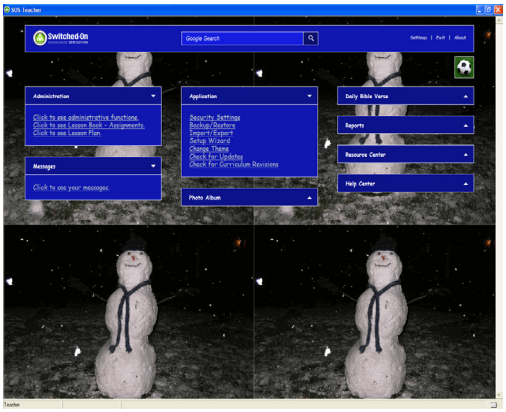
Blast-Off



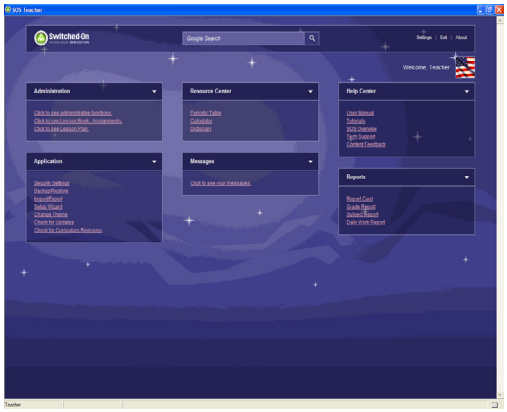
Circuit



Custom

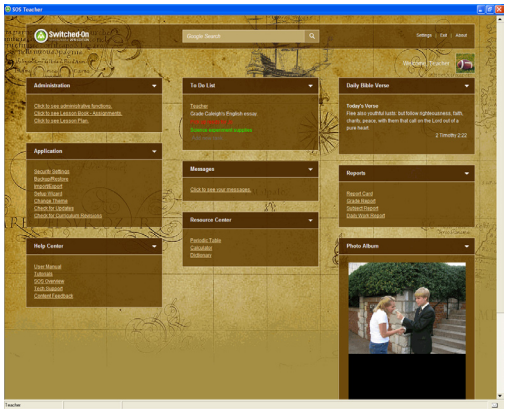


Daydream



Dino Playland

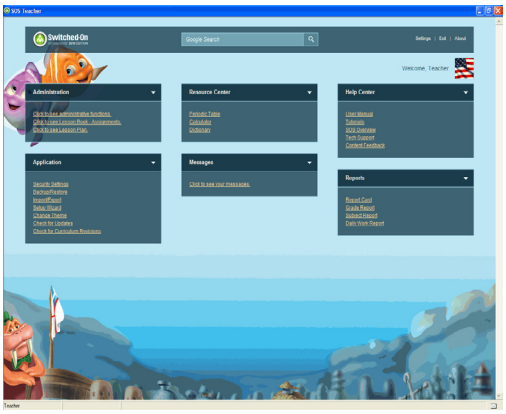
Discovery



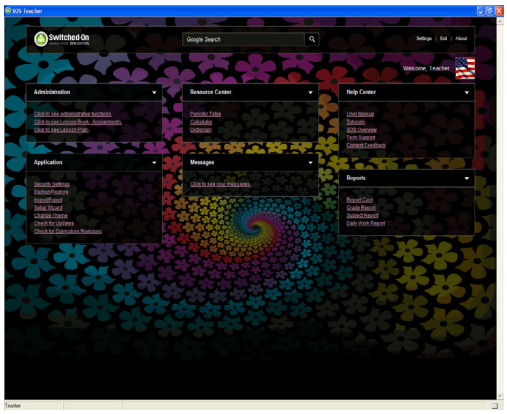
Finish Line

God Bless America

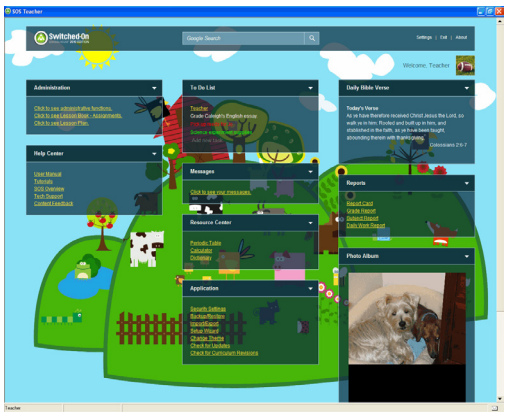
Kingdom Under the Sea



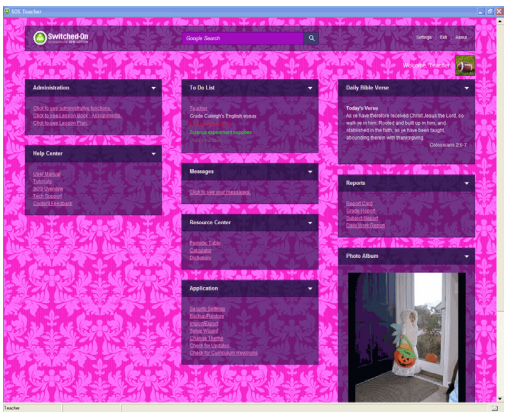
Groovy



On the Farm

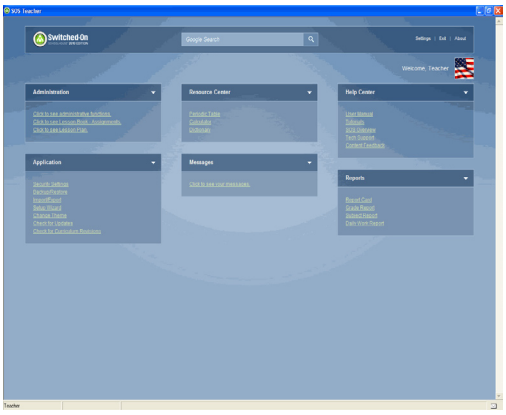


Pink

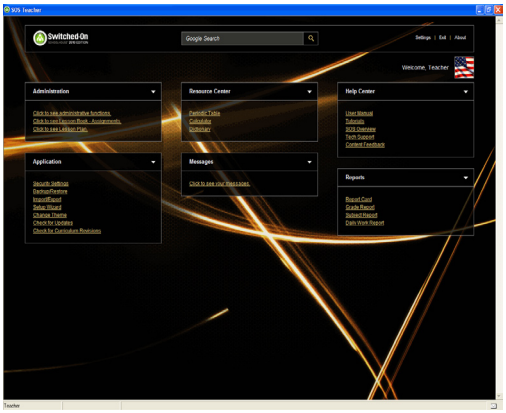


Play Ball

SOS Blu

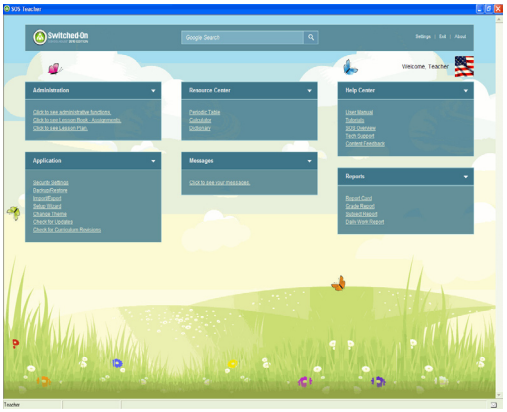


Speed of Light

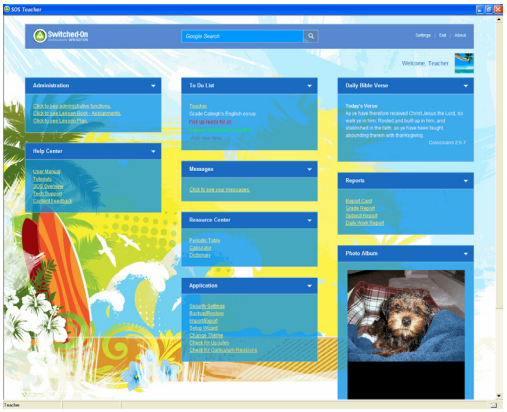


Splash (default)

Springtime



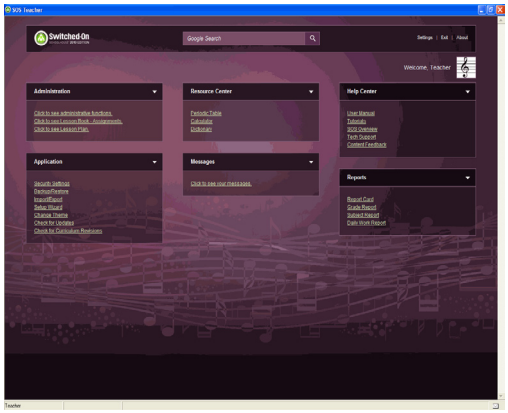
Surfing



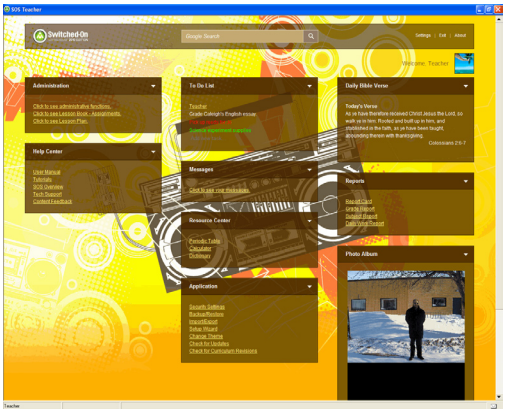
Symphony

Techno

Tunes



Vintage



See the Teacher Administration Functions Guide for instructions on setting the **School Homepage** options as well as Student level **Homepage** settings. You can also find instructions in the online User Manual by clicking either the **Help** button or link on your **Homepage** or pressing **F1** while on your **Homepage**. All of the settings and options for the "Custom" theme are also detailed in both the online User Manual and the Teacher Administration Functions Guide as well.

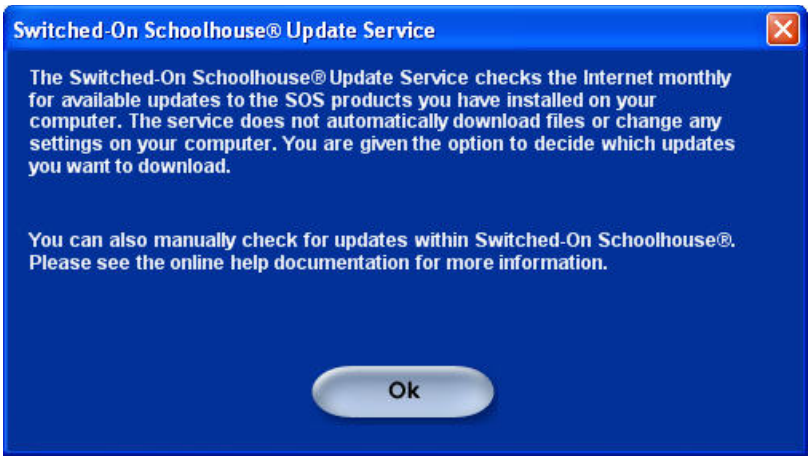
Check for Updates

Switched-On Schoolhouse® provides a feature to automatically check for system updates. This feature runs approximately once a month (every 30 days). If you would like to check more frequently, simply follow the steps below.

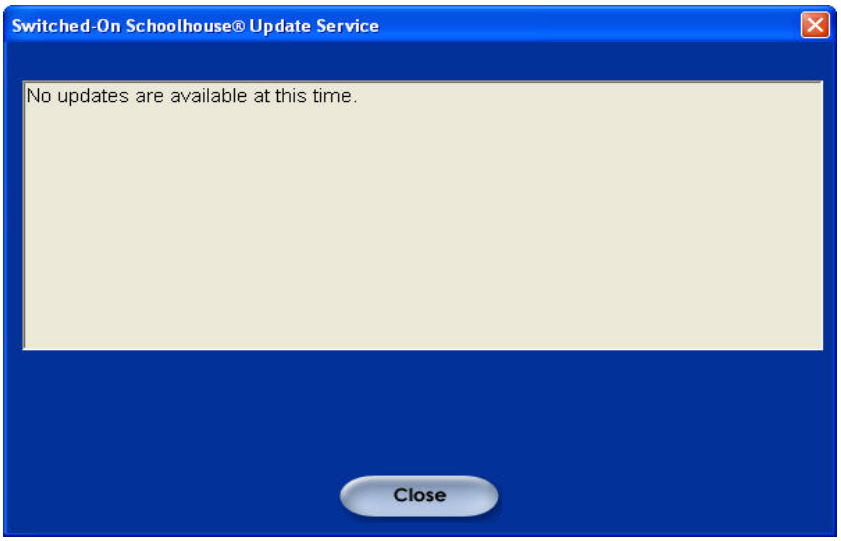
NOTE: This feature *only* checks for updates to the SOS software. It does *not* automatically check for curriculum updates. You need to periodically check www.sosupdates.com for curriculum updates.

Step 1: Click **Check for Updates** option in the **Application** widget on your **Homepage**.

The **Check for Updates** screen opens.



Step 2: Click the **Ok** button. When the system is finished checking for updates, a results window opens.



Step 3: If updates are available, a link displays in the window. Click the link to view the updates and determine whether you want to download them. Follow the instructions on screen to download the updates.

Step 4: Click the **Close** button when you are finished.

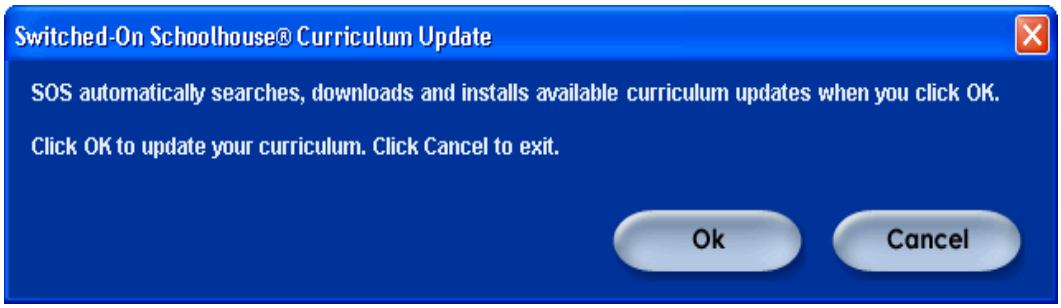
Check for Curriculum Revisions

If you do not have internet access, you need to periodically contact AOP Customer Service toll-free at 1-800-622-3070. They can send you a disk with the most current curriculum revisions. When you receive that disk, insert it in your CD-ROM or DVD drive and continue with **Step 1** below.

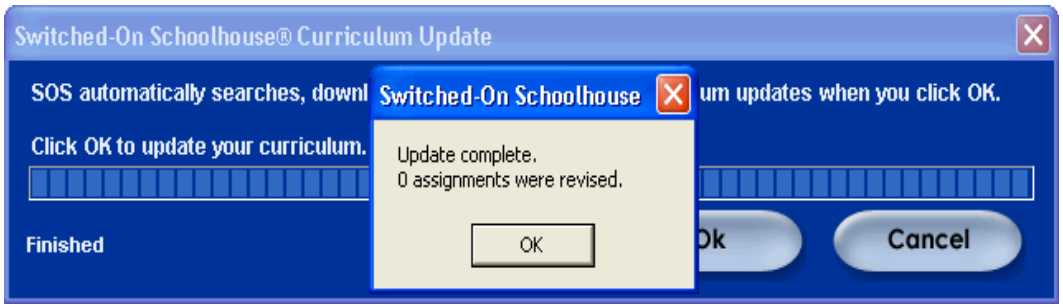
Switched-On Schoolhouse prompts you to check for curriculum revisions weekly. If you would like to check more frequently, simply follow the steps below.

NOTE: This feature only checks for revisions to the SOS curriculum you have installed on your computer. It does not check for application updates. (Click **Check for Updates** in the **Application** widget for application updates.)

Step 1: Click **Check for Curriculum Revisions** in the **Application** widget on your **Homepage.** The **Curriculum Update** screen opens.



Step 2: Click the **Ok** button. When the system is finished checking for updates, a results window opens.

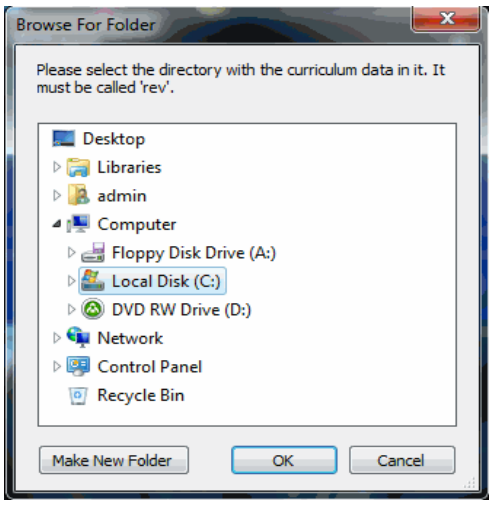


Step 3: If updates are available for any curriculum you have installed, they are automatically downloaded and installed.

Step 4: Click the **Ok** button when you are finished.

NOTE: If you see a **Browse For Folder** window like the one to the right, either no internet connection could be detected or your computer could not connect to the AOP server. Please check your connection and try again. You may need to try again later. This is the same if you use **Check For Curriculum Revisions** or when the application does the automatic check.

If you are loading the revisions from the disc you received from Customer Service, you may need to use this window to browse to the "rev" folder.



Filtering Words in the Dictionary

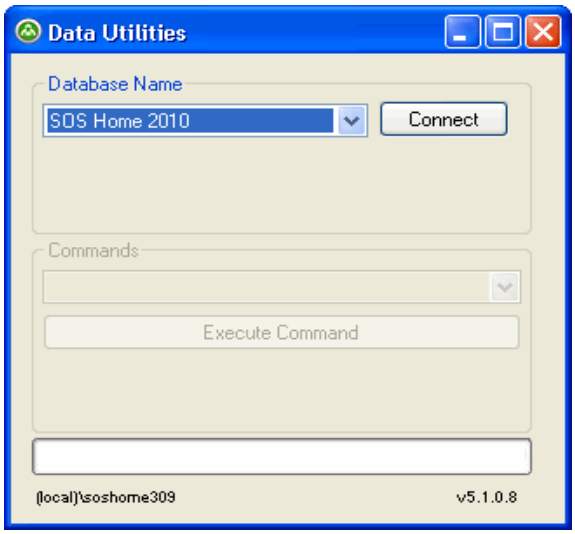
If you determine a need to limit particular words or phrases your students can access while using the dictionary in SOS, this tool allows you to specify words and phrases to be filtered or unfiltered in the SOS dictionary.

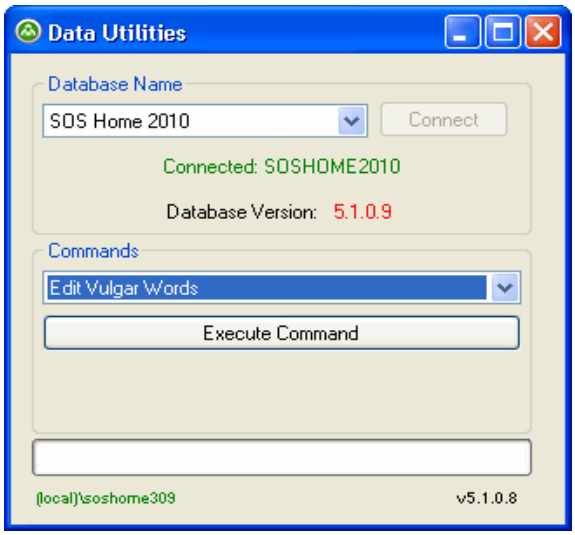
To use:

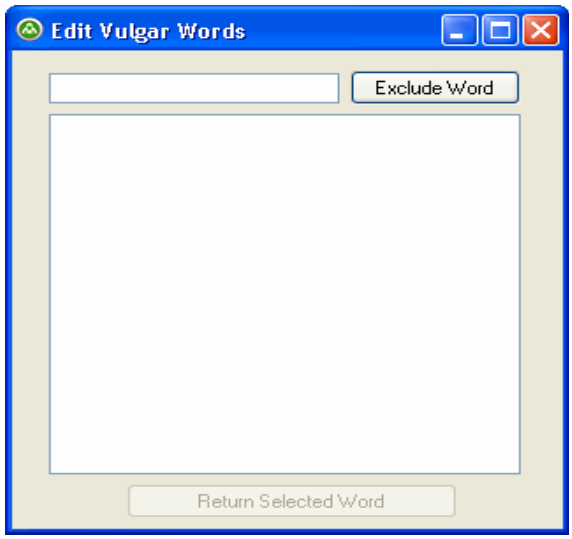
1. Insert the **SOS 2010 installation disc** in your drive. The **SOS 2010 Setup** window opens automatically.
2. Click **Close**.
3. Go to **My Computer**.
4. Right-click the CD-ROM drive containing the installation disc.
5. Select **Open**.
6. Double-click the **Tools** folder.
7. Double-click the **Data Utility.exe** icon to open the dictionary filter tool.
8. The **Data Utility 2010** window (shown to the right) opens.
9. Select the **Database Name** you want to use, if it is not already displayed, by clicking the dropdown box. (The default is the current year database, i.e. SOS Home 2010.)
10. Click **Connect**.
11. In the **Commands** section, click the dropdown arrow and select the **Edit Vulgar Words** option. (Last entry in the list.)
12. Click **Execute Command**. The **Edit Vulgar Words** box opens.
13. Enter the word or phrase you want excluded from the SOS Dictionary in the textbox at the top of the window.
14. Click **Exclude Word**.

    Repeat **Steps 13** and **14** for all words or phrases you want to filter.

15. Click when you are finished, to close the tool.







Adding Words Back to the Dictionary

To return a filtered word or phrase to the dictionary:

- Follow steps 1 through 12 to access the list of filtered words and phrases. The list of filtered words will appear in the box in the center of the **Edit Vulgar Words** window (as seen in the last screenshot on the previous page).
- Click the checkbox next to any words or phrases you want back in the dictionary.
- Click **Return Selected Word**.
- Click when you are done to close the tool.

The selected words or phrases are once again available in the SOS Dictionary.